Spring 2009 Registration Information and Procedures

Advising & Registration:
November 3 – 28, 2008

Please read the enclosed instructions carefully and thoroughly.

Registration consists of three essential steps:

1. Advising  
2. Registration  
3. Payment

ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Continuing degree students:</th>
<th>Spring 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration or Late Payment Fee ($150)</td>
<td>In effect January 11</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>Monday, January 26</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>Friday, February 6</td>
</tr>
<tr>
<td>Last day to drop a class</td>
<td>Friday, February 13</td>
</tr>
<tr>
<td>Graduation Petition due for May</td>
<td>February 15</td>
</tr>
<tr>
<td>Last day to withdraw with grade of “W”</td>
<td>Monday, May 18</td>
</tr>
<tr>
<td>Holidays (no classes)</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>M.L. King Day</td>
<td>February 16</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 16 - 22</td>
</tr>
<tr>
<td>Classes and Semester end</td>
<td>Monday, May 18</td>
</tr>
</tbody>
</table>
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Advising and Registration

BE INFORMED               Before November 3

• MyNewSchool is the online access point to student academic and financial information at The New School. Access web registration, grades, academic transcripts, class schedule and meeting locations, account summary, online credit card payment, financial aid, registration and transcript holds; update address and phone information; and submit student health insurance waivers at http://my.newschool.edu.

All continuing students are required to register for classes via MyNewSchool.

• Review the schedule of classes for Spring 2009 to determine your proposed enrollment plan for the semester. (Divisional class schedules are located at http://my.newschool.edu).

Continuing students: Determine whether you will need equivalency credit for some academic activity. If so, you will need to complete the Equivalency Credit Verification Form, which can be downloaded from http://www.newschool.edu/gf/students/forms/equivalency.pdf.

• Log in to http://my.newschool.edu (if you have not previously done so), in order to activate your account.

Write down your NetID username and password and keep it in a secure location. You will need it for all future MyNewSchool log-ins, including web registration.

If you are a new student, activate your GroupWise e-mail account.

These steps should be done before you attempt to web register.

• In MyNewSchool, check for holds that may prevent you from registering. Holds may be viewed at http://my.newschool.edu. You must resolve any registration holds with the office that initiated them prior to registering.

Academic Affairs and department holds are removed in the Office of Academic Affairs and Scholarships. For department holds, you must see your student advisor first to obtain the authorization of the department. For Academic Affairs holds, please contact the Assistant Dean.

Please remember that before registering for the Spring 2009 semester, all financial obligations must be cleared with the Office of Student Accounts, or a hold will be placed on your account, preventing registration and the release of transcripts.

The deadlines for completing registration will not be extended because of delays in clearing holds, and you will be subject to any applicable late registration fees.

• In MyNewSchool, update your contact information (address, phone, and e-mail). Please be aware that all University correspondence will be mailed to the address designated as Official. It is your responsibility to keep this address up to date at all times.

• Students are automatically charged Student Health Insurance and Student Health Services fees.

If you do not wish to have the Student Health Insurance, you must submit a completed Online Waiver Form by February 23, 2009. The waiver form is available online at www.universityhealthplans.com (select the “New School” link).

New Students: Please see information on page 11 on the 2008-2009 health fee policy.
• You are encouraged to consult your faculty advisor, and you must obtain special course permission wherever applicable.

If you plan to enroll in four or more courses, you must get the approval of the Chair of your department and, if you have financial aid, the approval of Tsuya Yee, Director of Student Academic Support, available at yeet@newschool.edu. Your financial aid will not automatically cover four or more classes.

• Either e-mail your proposed enrollment plan to your student advisor, or schedule a time to meet with him/her (see student advisors’ office hours at the back of this document). New students should have a face-to-face advising session with their advisor.

If you are e-mailing your advisor: Please do so very early – and no later than Friday November 21st. Web registration ends on November 28th and your advisor will need time to review your plan and reply with your approved registration. Emailed proposals must state your name, ID #, and the full course titles and times of each class.

If you need equivalency credits, consult with your advisor regarding valid academic activities and the appropriate number of credits. Complete the Equivalency Credit Verification Form and submit it to your advisor either in-person or via fax.

If your enrollment plan contains a course that requires a contract or other forms (Independent Studies, Pass/Fail courses, Inter-University Consortium), you may register for the course online, but you will be required to submit the necessary paperwork. (See details below.)

If you would like to audit a class, or plan to take a foreign language class offered through the New School, you must register for these courses in-person at the University Registrar’s Office. (This cannot be done via MyNewSchool.)

• Once your advisor has approved your Spring enrollment plan, and all supporting documentation (contracts, equivalency verification form, etc.) has been received, he/she will provide you with web registration materials, including the following:
  - CRNs (Course Reference Numbers) for all approved courses, including equivalency and maintenance of status courses.
  - an Alternate PIN number that will enable you to register online

The Alternate PIN number is your advisor’s authorization of the enrollment plan you discussed with her/him.

If you are conducting your advising session over e-mail, please note that Alternate PIN numbers can only be sent to your GroupWise New School e-mail account. If you do not use this e-mail account, you must make sure that you have arranged with the Academic Computer Center to have your New School e-mail forwarded to the account you use.

You will need both the CRNs for your courses and your Alternate PIN number to register online.

• Register for the approved courses via the web, at http://my.newschool.edu. Web registration assistance and terminals are available in the University Registrar’s Office, 65 Fifth Avenue, ground floor. For help by telephone, please call (212) 229-5620, x1478.

Registration Information

Reminder: No registrations will be accepted after February 6, 2009.

NON-NSSR STUDENTS IN NSSR COURSES: Courses numbered 6000-6899 are generally closed to undergraduates with some exceptions. These courses (6000-6899) are generally open to MA and PhD students from other divisions (eg, Media Studies, International Affairs, Milano). Most courses numbered 7000-7899 are open to doctoral students from Milano.
Please Note: Courses numbered 5000-5899 are generally open to undergraduates at junior or senior class standing. A few 5000-5899 courses are cross-listed with other divisions and these few courses are likely to have more undergraduate students in them than any other GF courses. A list of cross-listed courses will be available at your student advisor’s office during registration.

AUDITING COURSES: To audit a course, you must obtain the appropriate advisor signatures and register for the course. Audit registrations must be processed in-person at the University Registrar’s Office. (They cannot be done via MyNewSchool.) Audit fees are listed in the Tuition and Fee Schedule. You may not attend a course without being registered in that course. If you are a degree student taking no coursework, you must also register to maintain status.

PASS/FAIL OPTION: Petitions to take a course Pass/Fail are available in the University Registrars Office. Petitions must be signed by the course instructor and by the Assistant Dean. Petitions must then be submitted to the Registrar’s Office by the course add deadline (February 6, 2009), to finalize the request; they will not be accepted after that date.

INDEPENDENT STUDY: Registration for an Independent Study must be completed during the scheduled registration period.

1. You may obtain an Independent Study contract from your student advisor. Be sure to complete the contract, obtaining the signatures of both your instructor and your department chair.
2. Present the completed contract to your student advisor. He/she will authorize your registration and provide the appropriate CRN for the course.
3. Bring the approved contract and any other approved registration materials to the Office of Academic Affairs. An Academic Affairs staff member will review your materials and enter your registration permit via computer. (This permit is system-required prior to registration.) Leave your independent study contract with the Academic Affairs staff member who assists you.
4. Register for the independent study course via MyNewSchool, making sure to adjust the credits as necessary.

FOREIGN LANGUAGE STUDY: Students who must fulfill a foreign language requirement as part of their studies are eligible to enroll at no cost in language courses at the New School on a space available basis. Preference is given to Ph.D. and M.A. students whose programs require foreign language competency. Fee Waivers are available on a first-come, first-served basis in the Office of Academic Affairs. Foreign language registration begins in August and must be done in-person at the University Registrar’s Office. Students do not require special permission to register for language courses outside the NSSR registration deadlines, but they will be subject to any course cancellations and seating limitations that result from registering late.

INTER-UNIVERSITY CONSORTIUM: The Consortium is open to Ph.D. students, and M.A. students who are Ph.D. track. Students who wish to register in a Consortium course at another university must obtain the necessary registration form from the Office of Academic Affairs. Signatures are required from the academic advisor, course instructor, host university dean, and the Director of Academic Affairs for New School for Social Research students. Registration and payment are completed at The New School. On a limited basis, M.A. students who will clearly enter a doctoral program may take Consortium courses with written approval from their Department Chair. First year M.A. students are not permitted to take Consortium courses.

PROGRAM CHANGES AND WITHDRAWALS:

<table>
<thead>
<tr>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a course</td>
<td>Through 2nd week of semester</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Through 3rd week of semester</td>
</tr>
<tr>
<td>Withdraw with grade of “W”</td>
<td>Through end of semester</td>
</tr>
</tbody>
</table>

Adding Courses: To add a course within the first two weeks of the semester, contact your advisor for approval and instructions. Adds may be completed online through MyNewSchool during early registration.

Dropping Courses: Contact your advisor for approval and instructions. Drops may be completed online through MyNewSchool during early registration. Refunds or credits are based upon the day the online drop is completed or when a signed add/drop form is received by the Registrar’s Office. Courses of shorter duration or irregular meeting dates may refund differently; please contact your advisor or the Registrar’s Office for details. Please note the University Refund Schedule on page 7.
Withdrawing with a Grade of “W”: Withdrawal from a course after the third week of the semester may be granted. Such a withdrawal results in a grade of “W” on the transcript. To withdraw with a grade of “W”, you must obtain written approval from your advisor, and present it in person to the Registrar’s Office. This grade is not counted in the cumulative GPA.

Please note that attendance in class(es) and/or completion of course requirements alone does not constitute formal registration, and will not make you eligible to receive credit for that course. Likewise, failure to attend classes, failure to complete course work, failure to complete payment, or notifying the instructor does not constitute official withdrawal and will result in permanent grades of “W” on your record. You must bring the program drop/add form to the Registrar’s Office in person; your advisor and/or instructor cannot do this for you.

Billing and Late Registration

BILLING and PAYMENT INFORMATION

A schedule of your classes and an invoice for tuition and fees, including approved financial aid awards, will be e-mailed to your New School e-mail address in early December. The schedule will list all of the courses for which you are registered.

You can also access your class schedule and account information at http://my.newschool.edu. Spring 2009 account information will be available in MyNewSchool in early December. Online payment via checking/savings account or credit card (MasterCard, Visa, and Amex) is always available.

Verify the accuracy of the schedule. You are not registered, and will not receive credit, for any course that does not appear on the schedule. Likewise, to be officially withdrawn from a course, you must present a signed add/drop form to the Registrar’s Office before the appropriate deadline. Failure to complete payment, attend classes, or finish coursework will not result in official withdrawal. **If there are discrepancies in your schedule, please call the University Registrar’s Office at (212) 229-5620 ext. 1478.

You can view your e-bill in MyNewSchool (go to the Student tab and look in the Student Financial Services channel). If you are registered and have not received an e-bill, please contact Student Financial Services at (212) 229-8930, option 1, or e-mail us at SFS@newschool.edu.

Payment, less approved financial aid awards, will be due by the date indicated on the e-bill.

Accepted Forms of Payment: We encourage students to make payment online as a secure method and an efficient process. Online payment can be made using VISA, MasterCard, and American Express credit cards or as an ACH transaction using your checking or savings account. Students may also designate an authorized user (parent, employer, sponsor, etc.) to make payment on their behalf and view their account information and invoices. Authorized users can login to a special site using their own user ID and password that you set-up. Electronic services can be found on MyNewSchool under the Student tab and Student Financial Services channel. Wire transfer instructions are also included, which may be helpful for international students. Please follow the links within the Student Financial Services channel under the Student tab in MyNewSchool to take advantage of these features.

Cash and debit card payments can only be made in person at the Cashiering office located at 65 Fifth Avenue, ground floor. Check and credit card payments can also be made in person.

Payment by check not online: Please make checks payable to The New School and include the student’s name and New School ID number in the memo section. According to university policy, third-party checks are not accepted with the following exception: Checks from parents will be accepted, but must include the name of the student and the New School ID number in the memo section. Checks can be mailed to: The New School, Attn: Cashiering, 65 Fifth Ave., New York, NY 10003.

Payment by credit card not online: You may make payment via MyNewSchool using your credit card, or credit card authorizations may be faxed to the Cashiering Office at (212) 989-9361. Your parent may also give written authorization to charge his/her credit card. All credit card authorizations must include the card number, expiration date, amount to be charged, signature of the cardholder and daytime phone number, student name, and the student’s New School ID number.
Registration is not complete until payment or payment arrangements (i.e., Monthly Payment Plan, verification of employer reimbursement) have been made. Please see information about more payment options in the Financial Aid section of this booklet.

In addition, you will incur the late payment fee of $150 if you have not made payment or approved payment arrangements with the Student Accounts Office by January 10, 2009.

LATE REGISTRATION FEE and LATE PAYMENT FEE POLICY

(Policy does not apply to newly admitted students during their first semester.)

Fall Registration: Students registered for the fall semester will be required to make arrangements to pay by the Due Date. Failure to do so will result in a late payment fee of $150.00. Students who neglect to register until after August 10th will be charged a late registration fee of $150.00.

Spring Registration: Students registered for the spring semester will be required to make arrangements to pay by the Due Date. Failure to do so will result in a late payment fee of $150.00. Students who neglect to register until after January 10th will be charged a late registration fee of $150.00.

This policy applies to all continuing degree students except students returning from leave of absence or mobility.

How to Avoid the Late Payment Fee and Late Registration Fee:

- If at all possible, register for fall courses in April and for spring courses in November. Advisors may not be available during the summer months. Check with your department or school for advising availability.

- Complete the financial aid application process as quickly and efficiently as possible. Do not delay in submitting critical documents. Check with Student Financial Services if you have any questions or concerns about your financial aid package.

- Sign up for the payment plan on time. Check with the Student Accounts Office if you need an application or have a question. Graduate Faculty maintenance of status students are now eligible to join the tuition payment plan.

- Check MyNewSchool on a regular basis to determine any charges that are on your account. Take care of any charges promptly.

- An electronic version of your bill will be sent in early July for the fall semester and in early December for the spring semester. Be sure to check MyNewSchool as well. If a balance remains on your account after tuition, housing, and other fees have been charged, send the balance due by the payment deadline date.

- If you will be receiving a third party reimbursement, be sure to submit the appropriate documents to the Student Accounts Office by the payment deadline date.

- If you are unable to pay the balance by the payment deadline date, contact the Financial Aid Office and the Student Accounts Office promptly. You must make arrangements to pay by the payment deadline date.

Appeals: If you are charged the late payment fee or late registration fee and have extenuating circumstances that warrant a review of the fee, you may appeal by writing a letter stating your case and attaching appropriate documentation. The appeal must be received prior to October 15 for the fall term or prior to February 15 for the spring term. You will be required to pay the fee before the appeal can be reviewed. If the appeal is granted, a refund will be issued. The appeal should be sent to:

Late Fee Appeal Committee
c/o University Registrar
79 Fifth Avenue
New York, New York 10003
CAMPUS CARD SERVICES (the “newcard”)

- Campus Card Services is pleased to introduce the “newcard” to The New School community. The “newcard” is now the official university ID card for degree, certificate and general credit students.

Initially, Campus Card Services will migrate students to the “newcard” program. If you have not received your “newcard” you should contact Campus Card Services:

Once you have obtained the “newcard” you will no longer need to have a validation sticker. (No stickers can be directly affixed to the “newcard” nor can you punch holes in the “newcard”).

Please complete the registration process. This will prevent you from having any problems in receiving a valid “newcard” student ID.

Your campus card should be carried with you at all times, for access to university buildings and use of Consortium libraries. Your “newcard” can also be used in the university’s dining facilities to access a declining balance account. (Contact Campus Card Services for details).

Please ensure that you take proper care of your “newcard”, as there is a $25.00 replacement fee for any lost, stolen or damaged card.

Normal Operating Hours

Monday 9:00 am – 5:30 pm
Tuesday 9:00 am – 5:30 pm
Wednesday 9:00 am – 6:00 pm
Thursday 9:00 am – 5:30 pm
Friday 9:00 am – 4:30 pm

Location
Rm M101, 65 Fifth Ave (on the Mezzanine Level)
212-229-5323 ext 4472

University Refund Schedule and Fees

UNIVERSITY REFUND SCHEDULE:

<table>
<thead>
<tr>
<th>When Course is Dropped</th>
<th>Percentage Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before semester begins</td>
<td>100%</td>
</tr>
<tr>
<td>Through 1st week of semester</td>
<td>90%</td>
</tr>
<tr>
<td>Through 2nd week of semester</td>
<td>80%</td>
</tr>
<tr>
<td>Through 3rd week of semester</td>
<td>70%</td>
</tr>
<tr>
<td>Through 4th week of semester</td>
<td>60%</td>
</tr>
<tr>
<td>After 4th week of semester</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Please note: Refund calculations are not based on number of class sessions held or attended.
Refund calculations will be applied to the reduction in credits that occurs after a course is dropped, rather than to the difference in tuition. This has no effect on tuition charged per credit only, but it does affect tuition charged using a flat rate. Full-time students charged a flat-rate tuition, and whose credits drop below the full-time credit load, may not receive a tuition refund under certain circumstances. If you are a full-time student being charged a flat rate, and are considering dropping to a part-time status after the 100% refund period has ended, you may want to contact the Bursar’s Office in advance to discuss the implications to your account. Your financial aid may be affected.

For students receiving Title IV funds who withdraw officially or unofficially from all classes, refund calculations will be based on the amount of Title IV earned, based on the amount of time the student has been in attendance. It is a proportional calculation through 60 percent of the payment period. This calculation is not related to the student’s institutional charges. The amount of tuition, fees, housing, and meal plans assessed will be based on the institutional refund policy, which is listed here and in your school’s bulletin.

Refunds are granted only after the official withdrawal procedure has been completed or the University determines you are no longer enrolled. Refund processing takes approximately four weeks.

Failure to complete payment prior to withdrawal does not relieve you of financial liability.

<table>
<thead>
<tr>
<th>NSSR TUITION AND FEE SCHEDULE</th>
<th>Spring 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,508 per credit</td>
</tr>
<tr>
<td>Auditing</td>
<td>$65 per credit</td>
</tr>
<tr>
<td>University Services Fee</td>
<td>$100 per semester</td>
</tr>
<tr>
<td>Divisional Fee</td>
<td>$15 per semester</td>
</tr>
<tr>
<td>Maintenance of Status Fee (Fall/Spring)</td>
<td>$960 per semester</td>
</tr>
<tr>
<td>Late Registration or Late Payment Fee*</td>
<td>In effect January11</td>
</tr>
<tr>
<td>Returned Payment Fee*</td>
<td>$30</td>
</tr>
<tr>
<td>Employer Reimbursement Participation Fee</td>
<td>$150 per semester</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>$652 Fall 2008</td>
</tr>
<tr>
<td></td>
<td>$965 Spring 2009</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$240 per semester</td>
</tr>
</tbody>
</table>

*These fees are non-refundable.

Financial Services Information

FINANCIAL AID

You may view your financial aid awards, award history, payment schedule, and document requirements under the Student tab in the Student Financial Services channel at http://my.newschool.edu.

If you have questions or concerns regarding your 2008 – 2009 financial aid eligibility, contact Student Financial Services at (212) 229-8930, or via e-mail at sfs@newschool.edu.

Students who are receiving tuition scholarships, or who are deferring payment of tuition based on anticipated loans or other expected financial aid do not need to contact Financial Aid staff, unless there are questions or concerns regarding 2008 – 2009 financial aid packaging.

Please note that enrollment status changes can affect eligibility for both Federal and University aid. Students should inform the Office of Student Financial Services or meet with a financial aid counselor if their anticipated enrollment status changes.

Student Financial Services - Financial Aid Counseling Office Hours:
65 Fifth Avenue
Monday – Friday: 9:00 a.m. – 5:00 p.m.
Veterans: Students receiving V.A. benefits should contact Markita Gill in the Registrar’s Office at (212) 229-5620 ext. 1477.

Electronic Refunds: Students who are entitled to a refund (other than Parental PLUS Loans) will be able to receive their refunds by direct deposit. This service is available through MyNewSchool. You will be asked to provide your bank account information as well as designate the account to receive refunds. Your refund that would have normally been mailed out by check will be processed as a direct deposit to your account, which will enable you to access your funds more quickly.

MONTHLY PAYMENT PLAN AND EMPLOYER REIMBURSEMENT

Monthly Payment Plan: The University offers monthly payment plans. The plans enable students or their families to pay interest-free monthly installments on their account toward their tuition, fees, and housing. Many students and families find monthly installments more manageable than one lump payment each semester. Through this plan, tuition, fees, and housing for fall and spring semesters may be paid in four or five monthly installments, installments per semester (the payment plan is not available for summer charges). The payment plan is not a loan. Therefore, there are no credit checks. Matriculated students taking six or more credits per semester and The New School for Social Research students maintaining matriculation are eligible. You can sign-up for the plan through MyNewSchool.

Deferral of Payment for Employer Reimbursement: Students expecting reimbursement from their employer/sponsor may defer payment of tuition and fees upon presentation of a signed, official authorization from their employer/sponsor on company letterhead. The authorization, which needs to accompany the appropriate form(s) must show a current date and include the following: student name, the New School ID number, the amount of tuition (and fees, if applicable) to be covered by the employer/sponsor, the semester for which tuition will be covered, the employer’s address and phone number, and the specific terms for payment, i.e., whether upon receipt of grades or upon registration. Payment may not be deferred on any portion of the charges that the employer has not agreed to pay.

If the reimbursement is to be made upon receipt of grades, there is an employee participation fee of $150.00. The participation fee, all mandatory fees, and any tuition balance not covered by your employer /sponsor must be made prior to or upon submission of forms. Payment by credit card or ACH payment using your checking/saving account may be made online at MyNewSchool. You may also fax a credit card authorization to 212.229.8582 when faxing your forms. Students taking this type of deferral need to complete both the Deferral Credit Card Payment Authorization and Employer Reimbursement Deferment forms, which can be found on The New School website under Student Services and Billing and Payment. The payment due dates of the balance being deferred are February 1 for the fall semester, June 15 for the spring semester and August 15 for the summer semester.

If The New School can submit an invoice to your employer/sponsor once you are registered, and payment is not contingent upon receipt of grades, there is no participation fee. Students need to complete the Employer Reimbursement Deferment form, found on The New School website as noted above, and submit with the employer authorization. Any balance not covered by your employer/sponsor must be made prior to or upon submission of forms.

Students who are deferring because they are expecting reimbursement from their employer/sponsor must submit the employer authorization letter and form(s) to Student Financial Services by the appropriate payment due dates in order to avoid the late payment fee. Employer authorizations and form(s) may be faxed to 212.229.8582 or mailed to The New School, Attn: Third Party Billing, 79 Fifth Avenue – 5th Floor, New York, NY 10003 or brought in person to the Cashiering Office at 65 Fifth Avenue. For any questions regarding employer reimbursement you may e-mail sfs@newschool.edu or call 212.229.8930, option 2.

Please note: Payment to the University is the responsibility of the student. Payment is not contingent on receiving grades, receiving passing grades, or completing courses.
RETURNED PAYMENT FEE

If for any reason a check or online bank account payment does not clear for payment, a fee of $30.00 will be charged to the student’s account. The university does not presume that a student has withdrawn from classes because a check or online bank account payment does not clear or has been stopped; payment and the fee remain due. An additional 10% penalty of the balance due is charged if payment for the returned payment is not received within 30 days. A further 10% of the balance due is charged if it becomes necessary to forward an account to a collection agency.

Student Services Information

INTERNATIONAL STUDENTS

All internationals are required to submit their passports and related documents to check in with International Student Services within 30 days of the start of each term, typically, in January and September. However, ESL students need to check in with International Student Services at the start of each session.

Please visit http://www.newschool.edu/studentservices/international/iss_checkin.aspx for detailed instructions. You may also be required to submit copies of your passport, I-20 or DS-2019. A registration hold will be placed on all students who do not complete check in (in person or online) AND orientation.

If you are in the USA in F-1 or J-1 status, you must also enroll full-time for each fall and spring semester. To satisfy the full-time requirement, you cannot count enrollment in more than one online class or a maximum of three online credits. If you are not able to register full-time or do not need to do so (because it is your last semester and you will finish all credits and other possible requirements for your program of study this semester), you must obtain written authorization from International Student Services within the first two weeks of classes. Transfer students are required to complete transfers within 15 days of the start of classes.

Please note that if you have waived The New School Health Services fee or insurance, you must have comparable insurance. A copy of these insurance documents including a brief description of the coverage in English and the local New York/US contact numbers are a required as part of your check in with ISS.

If you are in the USA in B-2 Tourist or F-2 Student Dependent status you may not enroll in degree seeking courses.

International Students who are graduating in Spring 2009 or Fall 2009 may be eligible for Optional Practical Training or Academic Training, but must apply well before the last day of their classes. Please contact ISS.

For additional information, please contact International Student Services at (212) 229-5592 or ISS@NewSchool.edu. You may also sign up for our listserv and receive updates and copies of ISS News by emailing us at ISS@NewSchool.edu International Student Services is located at 79 5th Avenue on the 5th floor. Web site: www.newschool.edu/studentaffairs/international/.

For information on the International Club Email: internationalclub@newschool.edu

IMMUNIZATION REQUIREMENT

Measles, Mumps, and Rubella Immunization
New York State Public Health Law 2165 requires that all degree or certificate seeking students enrolled for six (6) credits or more and born ON OR AFTER JANUARY 1, 1957, at a college or university are required to provide documentation of their immunizations against Measles (2 shots), Mumps (1 shot), and Rubella (1 shot).

Meningococcal Meningitis Response
The New School is required to maintain a record of the following for each student:

- A PLAN to be immunized against meningococcal disease; OR
- A RECORD of meningococcal immunization within the past 10 years; OR
- An acknowledgement of meningococcal disease risks and a DECLINE of meningococcal meningitis immunization signed by the student if 18 years or older or the student’s parent or guardian.
Students who do NOT provide documentation, in English, of immunity for these diseases, AND a response
to the meningococcal immunization will be PREVENTED FROM REGISTERING.

Download and complete the immunization form below and either mail, fax or deliver it to our office at your earliest
convenience. Please note that documentation sent by mail may take up to two (2) weeks to reach our office. If
time is an issue, it is advisable for you to either drop off your documentation in person at 135 East 12 Street,
between 3rd and 4th Avenues, second floor or fax the documentation to 212.614.7484.

Immunization form:  http://www.newschool.edu/studentaffairs/forms/immunizationForm.pdf
If you find that you need to receive another Measles, Mumps or Rubella vaccination, or have further questions
please contact The New School Student Health Services 212.229.1671 option 1.

The New School will provide an immunization clinic during orientation week in the fall and spring where any student
may receive an additional MMR (Measles, Mumps & Rubella) vaccination for a fee of $15. The fee is billed to your
student account. However, it is strongly advised that all students who need an additional vaccination make
arrangements to receive it prior to orientation week in order to prevent complications with their registration. For
more information, please contact Student Health Services 212.229.1671 option 1.

The following link provides a comprehensive list of all walk-in immunization clinics in other parts of New York:

Student Health Services/Immunization
The New School
135 East 12th Street, 2nd floor
New York, NY 10003
t 212.229.1671, option 1
f 212.614.7484

HEALTH FEES POLICY FOR 2008 – 2009

STUDENT HEALTH SERVICES: The 2008-2009 Student Health Services Fee covers free access to Medical and
Counseling Services. Student Health Services is comprised of the following: an on-campus clinic for primary
medical care, counseling and psychological services, health education programming, and a university-sponsored
group health insurance plan.

The 2008-2009 Student Health Services Fee is $240 per semester.

STUDENT HEALTH INSURANCE PLAN: The university-sponsored Student Accident and Sickness Insurance
Plan covers comprehensive medical, surgical and hospital costs for accidents and sickenesses that occur 24 hours a
day, worldwide. Complete information about the Student Health Insurance Plan is available online by going to
www.aetnastudenthealth.com (click on “Find Your School” and enter 812804 as your Policy Number). You may
also contact Student Health Services (212.229.1671, option 3).

CHARGES: The Student Health Insurance Plan is an annual policy; therefore, partial coverage is not an option.
The 2008-2009 Student Health Insurance Fee is $1,617 and is charged in two installments of $652 for the fall
semester and $965 for the spring semester to make payment more convenient for students. New students entering
in the spring and those returning from leave of absence will only be charged the spring semester portion – $965.

All degree, diploma, online only, visiting, mobility (study abroad), Lang and Parsons consortium, graduate certificate
program, and both graduate and undergraduate program non-matriculating students are automatically charged
the Student Health Services Fee and the Student Health Insurance Fee. Students at the Milano branch campuses
and Parsons Decorative Arts program in Washington, DC, are excluded.

Undergraduate students who are registered for six (6) or more credits are required to pay the Student Health
Services Fee at the time of registration, regardless of their place of study.

International students with a J-1 status may be required to carry certain insurance coverage. If this applies to you,
please contact International Student Services for assistance.
WAIVER ELIGIBILITY:

**Undergraduates** – Students may waive the Student Health Insurance Fee by demonstrating that they already have comparable health insurance.

Graduates and Undergraduates who are registered for less than six (6) credits – Students may waive both the Student Health Services Fee and the Student Health Insurance Fee. Those who elect to pay the Student Health Insurance Fee will be required to also pay the Student Health Services Fee. Those who elect to waive the Student Health Insurance Fee and pay the Student Health Services Fee may do so only by demonstrating that they already have comparable health insurance.

**WAIVER PROCESS:** If you do not wish to have the Student Health Insurance, you **must** submit a completed Online Waiver Form by February 23, 2009. The waiver form is available online at [www.universityhealthplans.com](http://www.universityhealthplans.com) (select the “New School” link).

Please also note:

- Health Fees are typically removed from student accounts **48 hours after submission** of the Online Waiver Form. Health Fees are applied to student accounts at the time of registration. To verify if you have been charged the Health Fees or to verify if the Online Waiver Form has been processed and the fee(s) removed, you **must** access your student account using MyNewSchool Online Services: [https://my.newschool.edu](https://my.newschool.edu) (click on the Student Tab, then Student Financial Services, then View Your Account Summary only).
- It is your responsibility to verify that the appropriate credit appears on your student account. Any inappropriate charges must be reported **before** the semester deadline.
- If you do not submit a **completed** Online Waiver Form by the semester deadline, you will be required to pay the Student Health Services and Student Health Insurance Fees, even if you have other health insurance coverage.
- If you waive the Student Health Insurance, you can **NOT** choose to re-enroll for the remainder of the academic year without providing documentation supporting the recent loss (30 days) of your personal health insurance coverage.
- You must submit a new Online Waiver Form each fall. Those who do not register in the fall must submit an Online Waiver Form in the spring, and then again each fall. If you submit an Online Waiver Form in the fall, you will be automatically waived for the spring.
- If you withdraw or take a leave of absence **before** the semester waiver deadline, you will be refunded the Student Health Insurance Fee in full as long as no claims against the plan have been paid.
- If you are taking a leave of absence for health reasons before the semester waiver deadline, you may opt to remain covered in the Student Health Insurance Plan for the remainder of that semester only by notifying Student Health Services immediately (212.229.1671, option 3).
- If you withdraw or take a leave of absence **after** the semester waiver deadline, you will remain covered in the Student Health Insurance Plan for the remainder of that semester only. **Absolutely no refunds will be made for Student Health Services or Student Health Insurance Fees after the semester waiver deadline.**
- Under certain circumstances, students may appeal the waiver deadline (February 23, 2009). Students should contact University Health Plans, Inc., at 800.437.6448 for more information. The deadline to submit a formal appeal is April 3, 2009, for the spring 2009 semester.
Student Record Information

GRADUATION

Degrees are conferred in January and May. If you are planning to graduate you must petition the Registrar’s Office. Petitions must be completed and returned to the Registrar’s Office no later than October 1 for January graduation and February 15 for May graduation. Late fees will be assessed if the petition is filed after the deadline.

GRADES


The University does not automatically mail official copies of grades to students. If you need the University to mail you an official copy of your grades, you can request this through MyNewSchool.

TRANSCRIPTS

Go to http://my.newschool.edu for all of your transcript needs. You can view and print your unofficial academic transcript, and request copies of your official transcript.

There is no fee for this service.

ENROLLMENT VERIFICATION

Currently registered students can obtain an official Enrollment Verification Certificate at any time at http://my.newschool.edu. This certificate can be presented to health insurance agencies, housing authorities, banks, etc., when asked to provide official evidence of enrollment at The New School.

Spring 2009 Enrollment Verification Certificates will be available in mid-January 2009.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 as amended in 1995 and 1996, with which The New School complies, was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

The New School has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; major field of study; dates of attendance; full- or part-time enrollment status; year level; degrees and awards received, including dean’s list; the most recent previous educational agency or institution attended, addresses, phone numbers, photographs, e-mail addresses, and date and place of birth.

Students may request that The New School withhold release of their directory information by notifying the Registrar’s Office in writing. This notification must be renewed annually at the start of each fall term.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their records:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar’s Office, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
• The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement units and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures by The New School to comply with the requirements of FERPA. The office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue SW
  Washington, DC 20202-4605

THE STUDENT RIGHT-TO-KNOW ACT

The New School makes available to all students and prospective students information about persistence of undergraduate students in pursuing their degree programs, as required by the Student Right-to-Know Act. Information regarding persistence and graduation rates is available in the Registrar’s Office.

WEB REGISTRATION TUTORIAL

For step by step information on how to register online please visit:
http://www.newschool.edu/admin/temp/reg/Web_Reg_Instructions.pdf You can also access the web registration tutorial by going to the home page of MyNewSchool at http://my.newschool.edu and clicking on the “Click here to access the Web Registration Tutorial” link on that same page.

NSSR ACADEMIC POLICIES: DEGREE REQUIREMENTS

The New School for Social Research offers programs of study leading to four advanced degrees: master of arts, master of science, master of philosophy, and doctor of philosophy. A candidate for any one of these degrees must satisfy the requirements established by both The New School for Social Research and by the department of the student’s major field of study. Students should make certain that they are familiar not only with the general requirements for the degree, but also with their specific departmental requirements. Students receiving federal and state financial aid should refer to the section of this catalog entitled “Federal and State Financial Aid” and consult with the Office of Financial Aid for special criteria on academic progress standards required to maintain eligibility for aid. Admission to study at the school is not equivalent to admission to candidacy for a degree. Matriculated status and meeting other requirements set forth below are essential for admission to degree candidacy.

Students cannot register for more than 30 course credits at the school if they are not formally admitted to a PhD program or to the MS program in economics. Students who do not maintain a satisfactory academic record will be dropped from degree candidacy and may be dismissed from study. A student who has satisfied the necessary requirements must submit a graduation petition to the University Registrar’s Office by the date specified in the academic calendar in order to obtain his or her degree. See below for further information. Specific departmental requirements may differ. See your departmental handbooks for additional information.
**Master’s Degrees**

**General Requirements**

To be awarded the MA degree, the candidate must have:

- fulfilled the credit, GPA and course requirements;
- passed an oral or written examination as required by the department;
- completed a master’s project if required.

**Course Requirements**

A candidate for the MA degree in anthropology, economics, global finance, historical studies, liberal studies, philosophy, political science, psychology, or sociology must complete at least 30 credits. The department in which a candidate is majoring will determine the minimum number of credits to be taken in the major and, when required, in one minor. The candidate must obtain a GPA of at least 3.0 to be awarded a degree. The candidate must also fulfill the specific course requirements of the department in which he or she is pursuing the degree. Information on these can be obtained from each department and appears in the appropriate department sections of this catalog.

**Time Limit**

Students have five years to complete all requirements for the master’s degree. An extension of time must be granted to continue MA studies beyond five years.

**Transfer of Credit**

Transfer of credit, not exceeding three credits, may be granted toward the 30-credit MA degree. This credit must be based upon graduate work completed within the ten-year period immediately preceding matriculation with The New School for Social Research. A minimum of 27 credits must be completed with the school to meet the 30-credit MA degree requirements. Upon satisfactory completion of six credits at the school in the student’s major field of study, the student is eligible to apply for transfer credit toward the MA. The form for this procedure can be obtained from the University Registrar’s Office.

**Master of Philosophy**

The New School for Social Research offers the degree of master of philosophy in the Departments of Anthropology, Economics, Political Science, and Sociology. With the permission of the department chair, the degree will be conferred upon a registered student who has fulfilled satisfactorily all the requirements of the department for the PhD except the dissertation and dissertation proposal defense. In departments where the MPhil degree is offered, registered students in satisfactory academic standing who have fulfilled the requirements for the MPhil can petition for the degree and receive it en route to the PhD. Students cannot be readmitted or reenrolled for the purpose of receiving the MPhil.

**Doctor of Philosophy**

**General Requirements**

To earn the PhD degree the student must:

- fulfill the course requirements of the department in which they are majoring, as well as any requirements in a minor;
- pass a written examination;
- demonstrate mastery of the field in which they are specializing and ability to conduct independent research in it;
- pass an oral examination in their major field and, when applicable, any minor;
- meet the foreign language requirements;
- be admitted to doctoral candidacy;
- submit an acceptable dissertation;
- successfully defend the dissertation.

**PhD Examination**

PhD examinations vary by department. However, most departments require at least one PhD examination prior to being admitted to candidacy for the PhD degree. In most cases, students must first have completed 45 credits with grades averaging no lower than 3.0 and passed a department-specific PhD examination in their major, and sometimes minor field designed to determine their ability to fulfill the remaining requirements for the degree. Some departments require a GPA of higher than 3.0. These examinations test the student’s range as well as depth of knowledge in the major field of study and are not restricted to material covered in courses. The academic calendar lists the dates for the PhD examinations by department. Written application to take the examination should be made to the department as much as two months before the date of the exam. Students must check with their major departments for additional departmental requirements.

**Dissertation Proposal Defense**
The dissertation proposal defense (sometimes referred to as the “oral examination”) requires students to formally defend their planned dissertation project. The defense is conducted by a committee of no fewer than four faculty members (unless the dean approves special arrangements); and one committee member will be from the New School but in another field of study. In departments where the proposal defense is required, students must pass the defense in order to be admitted to PhD candidacy and write the dissertation. Some departments schedule workshops and seminars to assist students as they prepare the dissertation proposal. Students are expected to check with their major departments for additional requirements. Written application to take the examination must be submitted to the Department as much as two months prior to the exam. A candidate who fails the examination may have a reexamination within two years of the date of the first examination.

Course Requirements
Students are responsible for familiarizing themselves with the course requirements for the PhD degree established by their department. Students must earn a satisfactory grade point average of at least 3.0 and at least 60 credits, except in clinical psychology, where the requirement is 90 credits. The 60 credits required for the PhD (or 90 in clinical psychology) includes the 30 credits required for the MA degree. No fewer than 40 credits may be in the major field, of which at least 12 credits must be in seminar courses.

Time Limit
Students have ten years to complete all requirements (including the MA degree) for the doctoral degree. This includes students in the doctoral program in Clinical Psychology. An extension of time must be granted to continue doctoral studies beyond ten years. Students registering to maintain status who have gone beyond their time limits will not receive equivalency credits, and therefore will not be able to claim official full-time status. Exceptions to this will be made on a case-by-case basis.

Transfer of Credit
Transfer credit, not exceeding 30 credits, including any transfer credit awarded toward the MA degree, may be granted toward the PhD degree for courses successfully completed at other graduate institutions during the ten year period immediately preceding matriculation with The New School for Social Research. Courses with less than a B- grade will not be approved for transfer. Certain departments may have different rules regarding transfer of credit; however, the ten-year rule applies to all departments.

Foreign Language Requirement
All doctoral candidates must demonstrate competence in at least one foreign language, except those in psychology, who must complete a statistics requirement. Two languages are required by some departments. Mathematics or computer programming proficiency may, in some cases, be substituted for a foreign language. The language requirement must be met before the defense of the dissertation. To facilitate acquisition of foreign language proficiency, a limited number of tuition waivers are allocated for New School language courses. Waivers are administered by the Office of Academic Affairs during the registration period of each semester and summer session.

Dissertation
The candidate is required to submit a dissertation judged by the faculty to be an original contribution to thought and knowledge in the candidate’s major field. The candidate is required to defend the method, content, and conclusions of the dissertation before the faculty. Dissertations must follow the guidelines, which are available in the departments and at the Office of Academic Affairs. The guide is online www.socialresearch.newschool.edu/students/forms/Dissertation_Guidelines.pdf.

Academic Standing and Progress
To be in good standing, matriculated graduate students must earn a 3.0 term grade point average (GPA) and cumulative GPA. Students with less than a 3.0 term GPA or cumulative GPA will be placed on academic probation. Students who earn less than a 3.0 cumulative GPA for two consecutive semesters will be dismissed. Graduate students who do not complete one-half of accumulated attempted credits after two consecutive semesters in their program will be subject to probation and will not necessarily be allowed to register for more courses and/or equivalency credits in the following semester. Students are additionally responsible for meeting department or program academic requirements in order to remain in good academic standing in their program. Graduate students at The New School for Social Research are also placed on probation and are subject to dismissal when they fail to complete work within the designated time-to-degree limits. Students who are dismissed from their degree program may petition to the Office of Academic Affairs to reverse the decision by filing a formal, written appeal. The appeal should be sent to:

Assistant Dean of Faculty and Curricular Affairs
All appeals must be presented in writing, with supporting documentation, within two weeks of receipt of the notice of academic dismissal. Students may expect to hear the results of an appeal within two to four weeks of its submission. Appeals must contain the following information:

- An explanation of poor performance and/or failure to complete required course work;
- A description of plans to improve academic performance; and
- Any other relevant information pertaining to academic history or potential.

Students dismissed based on fall semester grades must be notified before spring semester classes begin. If dismissal status is determined after classes begin, the student will be allowed to attend classes and will be placed on probation for the spring semester.

Academic Petitions
Student petitions regarding transfer credits, change of status, change of departments, extension of time to complete degree requirements, leave of absence, withdrawal, and grievances are coordinated through the Office of Academic Affairs. It is the student’s responsibility to know the requirements of study in The New School for Social Research and to meet them.

Maintenance of Status and Graduation
The maintenance of status requirement for any New School for Social Research student can be waived if the student completes (i.e., submits all materials and receives all required department faculty approvals) all degree requirements by the last day to drop a course for that semester. Students who have completed all requirements before the last day to drop a course for the fall semester must petition to graduate by the deadline for January graduation and must have been registered in the previous semester. These students will not be required to maintain status for the fall semester. This waiver of the maintenance of status requirement also applies to students who anticipated a January graduation, but did not complete their requirements until the beginning of the spring semester. They should petition for a spring semester graduation and request that their maintenance of status requirement for that semester be waived if they complete their degree requirements within the deadline specified above. Contact the Office of Academic Affairs to request this waiver.

You are not registered and have no registration status when your maintenance of status requirement is waived. Therefore, all loans will go into repayment in accordance with your grace period. If you are an international student, you may be in violation of your visa status for that semester. Consult with the university’s Office of International Student Services if you have questions.

Time Limits and Extensions of Time
Students must complete their degrees within five years for the master’s degree and ten years for the PhD. The ten-year limit for the PhD includes completion of requirements for the master’s degree. The ten-year limit also applies to students in the clinical psychology doctoral program. Beyond these limits, students are not permitted to register unless an extension of time is obtained. Extensions may be granted based on a petition submitted by a student to the Office of Academic Affairs and assessed by the student’s academic department. To petition, the student must outline the work completed towards the degree and a plan for its completion. If the extension is not granted, the student will not be permitted to continue in the program and may be subject to dismissal. Departments also review student academic progress prior to official time to degree limits. They may warn and probate students prior to the time limits when department academic standards are not met.

Students requiring additional time for completion of the master’s degree may petition before the end of their fifth year for a one-semester extension. Students who fail to complete the master’s during an extension of time will be subject to dismissal.

Students requiring additional time for completion of the PhD may petition before the end of their tenth year for a one-year extension of time. Their department chair, with the approval of the Assistant Dean, may grant them this one-year extension for continued study. Students unable to complete all PhD requirements during the 11th year may petition for a final one-year extension. During the 12th year of study, however, students will be placed on probation and may not be eligible for equivalency credits. If unable to complete all requirements toward the PhD by the end of the 12th year, a student will be subject to dismissal.
A committee consisting of the department chair, the dissertation committee chair, and the Assistant Dean will review pending dismissal cases and determine, on a case-by-case basis, whether special circumstances warrant granting additional time extensions. Any dismissals may be appealed to the NSSR Student Academic Affairs Committee for review.

Processing of petitions typically requires two months, so students are urged to anticipate their needs in order to avoid registration delays. Extensions are reviewed during the academic review conducted each semester to assess student progress. For more information, see the sections in this catalog on “Academic Advising,” “Equivalency Status,” and “Leaves of Absence.”

Reenrollment
Students who have failed to register for one, two, or three semesters may petition through the Office of Academic Affairs to reenroll in order to continue their studies.* Students must attach to their petition a plan to complete their degree. If approved by the respective department or committee and the Office of Academic Affairs, they will be allowed to continue their studies after paying the equivalent of the maintenance-of-status fees for the semesters in which they were not registered. In addition, students must pay tuition or maintenance-of-status fees for the current semester, as well as university services fees and divisional fees for the current semester. The reenrollment process must be completed by the last day to add a class; students will not be allowed to reenroll after the last day to add classes. Students not currently enrolled but who have completed all requirements for the degree should contact the Assistant Dean regarding procedures for graduation and degree conferral. *Students who have not registered for four or more semesters must apply for readmission.

Changes of Status
Applications for a change of status for students seeking admission from an MA to a PhD program or from an MA to an MS program, or to change from PhDs to PhDC status within the same department must be submitted to the University Registrar’s Office. International students need to notify the university’s Office of International Student Services when a change of status has been approved by their academic program chair.

Changes of Department
Applications for changing a major field of study must be submitted to the University Registrar’s Office. Forms, available in the Office of Academic Affairs, require written consent of the chair of the new department involved and the Office of Academic Affairs. The courses applicable toward the new program are determined at that time.

Academic Grievance Procedures
A student or faculty member may submit an academic grievance to The New School for Social Research by the following procedure.
1. The student or faculty member submits a statement of grievance to the New School for Social Research official most immediately responsible for the area of the grievance—for example, the course instructor, program director, or departmental chair.
2. If not satisfied with the response to this written statement or if further questions remain, the student may appeal in writing to the assistant dean for faculty and curricular affairs.
3. The assistant dean will attempt to resolve the issue to the satisfaction of the relevant parties. If this is not possible, the student’s written appeal will be directed to The New School for Social Research’s Committee on Academic Affairs.
4. The committee will make a recommendation to the dean who, with the assistant dean, will communicate the final decision in writing to the student or faculty member.

Withdrawal from the Program
A student may withdraw from The New School for Social Research at any time during the academic year by filing an exit form. Exit forms are available in the Office of Academic Affairs. Students with institutional financial aid or loans should consult with the University Office of Financial Aid when submitting the petition. International students should consult with the university’s Office of International Student Services and Housing Office.

If withdrawal from The New School for Social Research also involves course withdrawal, either for refund or grades of W, the course withdrawal procedure outlined above must be followed within the appropriate time limits. Ceasing to attend classes does not constitute withdrawing from the program or the courses. Any student who simply stops attending classes will be expected to pay tuition charges for all courses taken that semester and will not be entitled to any refund.

Compulsory Withdrawal
The New School for Social Research reserves the right to require a student to withdraw from study for reasons of academic performance or personal behavior. Departments may also withdraw students administratively if they are no longer active in the program. Academic reviews, conducted twice yearly to assess student progress, may provide the basis for department decisions to withdraw students for the reasons above. When withdrawal is required, the student will receive a tuition refund, if applicable, in accordance with registration regulations and university refund policy.

Grading Policy
Grades are recorded for all students registered in a course for credit or noncredit certificate. Students can access their grades for the current term and their entire academic transcript via the Internet at my.newschool.edu. The university does not automatically mail paper copies of grades to students. Students who need an official copy of their grades for the current term can request it through MyNewSchool.

Grade Point Average
The semester grade point average is computed at the end of each term by multiplying the number of credits earned in each course by the numerical value associated with the grade received in that course. The grade points for all courses are totaled and then divided by the total number of graded credits completed, including failed courses, if any. The numerical value of the grades are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C–</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The cumulative grade point average is computed by dividing the total number of grade points earned (quality points) by the total number of graded hours attempted (GPA hours). Credits transferred from another institution are not included in the cumulative grade point average. Internal transfer of the following is included in the cumulative GPA:

- New School for Social Research courses taken by non-degree students who subsequently become degree students in the school
- New School for Social Research courses taken by bachelor’s/master’s students designated for credit toward the master’s degree at the time of enrollment in the courses.
- New School courses taken at the graduate level in other divisions that are approved for transfer credit.

The following grades are not figured into GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Temporary incomplete</td>
</tr>
<tr>
<td>IE</td>
<td>Incomplete extension</td>
</tr>
<tr>
<td>N</td>
<td>Permanent incomplete</td>
</tr>
<tr>
<td>GM</td>
<td>Grade missing</td>
</tr>
</tbody>
</table>

A grade of GM is a temporary administrative grade assigned when grades are not submitted by the instructor.

Incompletes*
(* For students first matriculating in fall 2008)

A grade of I is a temporary grade and indicates that assigned work has not been completed.

The time allowed for the removal of an incomplete is one year after the end of the semester in which the course was offered. **After the first year has elapsed the grade is changed to a permanent incomplete N and cannot be overturned.**

Students who attend a class to complete an incomplete grade will be expected to register and pay for the class as an audit. In these cases, students must obtain the instructor's approval to attend a class

Grades of GM will be converted to N if a grade is not entered within the year.

In unusual circumstances, PhD students (only) are eligible to request a 6 month extension for the incomplete. This will require the signature of the instructor, department chair and assistant dean of academic affairs. Following that, the PhD student may request one additional, final 6 month extension with documentation regarding the extenuating circumstances necessitating the request. This too must be approved by the instructor, department chair, and assistant dean of academic affairs. Petitions for extensions of incomplete grades for PhD students are available in the NSSR Office of Student Academic Affairs. **In no case will an incomplete be extended for a PhD student for more than two years.**
*Students who began matriculation prior to fall 2008 will be held to the previous policy which allows for two, six-month extensions at the masters and PhD levels, as noted in prior bulletins.*

Pass/Fail
Students have the option of taking certain courses as pass/fail, or P/U. In order to take a class pass/fail, a petition must be approved by the instructor and the Office of Academic Affairs. The petition must be filed at the Registrar’s Office by the end of the semester’s “add period.” Such petitions cannot be filed retroactively. If the student has opted for pass/fail, only a grade of P or U may be assigned. Grades of P/U will not be included in the cumulative grade point average. In some cases the grade of P is not valid for core requirements.

Grade Review Process
A student may petition for an academic review of a grade by the following procedure:
1. The student initially requests of the instructor a verbal explanation of a grade or evaluation.
2. If the student is not satisfied or has any additional questions, a letter outlining any questions and/or objections is written directly to the faculty member, with a copy to the department chair.
3. If the chair concurs with the instructor, the student may appeal in writing to the Committee on Student Academic Affairs through the Office of Academic Affairs.
4. The committee will make a recommendation to the dean.
5. The dean’s decision is final.

Change of Grade Process
Final grades are subject to revision by the instructor for one year following the end of the semester in which the course was offered. After that year has elapsed, all grades recorded in the Registrar’s Office become a permanent part of the academic record and no changes will be allowed. The only exception is for incomplete grades, as described above. Pass grades cannot retroactively be changed to other letter grades and letter grades cannot be retroactively changed to P grades.

Repeating a Course
With the approval of the appropriate department chair, NSSR Academic Affairs, on an Approval and Notification of Repeated Course Form (available in the Registrar’s Office), graduate students with a grade of B- or below are eligible to repeat up to three courses during a single degree program. Although the initial grade will appear on the transcript, the grade earned the second time will be computed in the grade point average and the previous grade will drop out of the cumulative grade point average. Students must submit an approved form at the time of registration. Repeated courses may not be counted twice toward fulfillment of graduation requirements. Neither may they be counted twice for loan or New York Tuition Assistance Program (TAP) certification.

University Policies, Values, and Standards
As an institution of higher learning, The New School affirms basic principles and values that are, in the fullest and best sense of the word, educational. The New School is also a community and, in that regard, upholds certain principles and standards of behavior that underlie its educational purposes. These include the recognition and preservation of basic human dignity, freedom of expression, equal opportunity and civil discourse, a sustained atmosphere of safety, and respect for policies, rules, regulations, and standards set forth by the university, its academic divisions, and the federal, state, and city governments.

All members of the university community, including students, are expected to behave in an appropriate, civil manner and to respect the rights and opinions of other members of the community. Students who violate the University Code of Conduct will be subject to disciplinary proceedings, which may result in penalties ranging from censure to expulsion from the university.

Academic Honesty Policy
Academic honesty, the duty of every scholar to claim authorship of his or her own work and only for that work and to recognize the contributions of other scholars accurately and completely, is fundamental to the integrity of intellectual debate and the pursuit of knowledge. All members of the university community are expected to conduct themselves in accord with the standards of academic honesty.
Students are responsible for acquainting themselves with and making use of proper procedures for writing papers, taking examinations, and doing research. Instructors are equally responsible for informing students of their policies with respect to the limits within which students may collaborate with or seek help from others on specific assignments.

From University Policies Governing Student Conduct:
“Academic honesty includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas, or reporting on research findings, or any aspect of the work of others (including that of instructors and other students). The standards of academic honesty and citation of sources apply to all forms of academic work (examinations, essay theses, dissertations, computer work, art and design work, oral presentations, and other projects). The standards also include responsibility for meeting the requirements of particular courses of study. The New School recognizes that the different nature of work across the divisions of the University may entail different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all divisions of The New School and institutions of higher education in general. It is also the responsibility of students to learn the procedures specific to their discipline for correctly and appropriately differentiating their work from that of others."

Plagiarism
Plagiarism is the use of another person's words or ideas in any academic work using books, journals, Internet postings, or other student papers without proper acknowledgment. For further information on proper acknowledgment and plagiarism, including proper expectations for paraphrasing source material and proper forms of citation in research and writing, students should consult the MLA Style Manual and Guide to Scholarly Publishing (second edition), chapter 6, on documentation. The New School Writing Center also provides useful online resources to help students understand and avoid plagiarism, at [www.newschool.edu/admin/writingcenter/us...](http://www.newschool.edu/admin/writingcenter/us...). Students must receive prior permission from instructors to submit the same or substantially overlapping material for two different assignments. Submission of the same work for two assignments without the prior permission of instructors is plagiarism.

Procedures and Penalties
An instructor who suspects a student has committed plagiarism in course work should give the student an opportunity to explain the origin of the work and should investigate whether the student understands the relevant standards of academic conduct. On the basis of this meeting, the instructor will assess the case, taking into consideration the student's intent to deceive, the amount of plagiarism, and the type of assignment involved, to determine whether a minor or major offense has occurred. An instructor who determines that a minor offense has occurred may counsel a student about standards of academic honesty, explain the consequences of plagiarism, and require the student to resubmit the assignment in an appropriate form. An instructor who determines that a major offense has occurred should fail the plagiarized assignment and submit a report to the school's Assistant Dean. The report should include the student's name, the course, semester, notes on conversations with the student, and copies of the relevant plagiarized submission (with problems identified). Questions about the handling of plagiarism cases should be directed to the Assistant Dean. The Assistant Dean will issue a formal letter to the student, with a copy to the instructor, documenting the case. A copy of this letter will remain in the Office of Academic Affairs. The assistant dean, in consultation with the chair and relevant members of the student's department, may also impose additional sanctions, which can include a failing grade in a course, suspension, or dismissal. For a second major offense, the Assistant Dean will impose suspension or dismissal.

As in any case involving penalties for academic misconduct, a student may appeal the findings and penalties in cases of academic dishonesty to the Student Academic Affairs Committee of The New School for Social Research. Infraction of standards of academic honesty in a master's or PhD thesis or in a comprehensive examination is an immediately dismissable offense. Departments should report these cases immediately to the Office of Academic Affairs for adjudication by an ad hoc committee convened by the Assistant Dean and conducted according to principles established by the school's academic grievance procedures. Policies on the Free Exchange of Ideas, Freedom of Artistic Expression, Academic Honesty, Sexual Harassment, Discriminatory Harassment, Recognized Student Organizations, Use of University Facilities, Alcoholic Beverages and Illegal Drugs, and Smoking, as well as a University Code of Conduct, have been adopted by the Board of Trustees of The New School. The full texts of these and all university policies are contained in the Student Handbook (which is distributed to all incoming students) and are also available in the Office of Admissions and the Dean’s Offices.
In order to process your request for a Student Exit (Leave of Absence, Withdrawal), please read the guidelines carefully and contact the Office of Academic Affairs if you have any questions.

If you decide to apply for a leave, please complete sections A and B of the Exit Form. You must also obtain a signature from Financial Aid and the approval of your department chair. International Students and/or students who live in University Housing must also obtain signatures from those offices. Once all signatures are obtained, bring the form to the Office of Academic Affairs for final approval and processing. International Students must return to ISS after the Exit is fully approved. You will receive confirmation in the mail of your approved leave of absence.

If you are registered for classes and decide to take a leave or withdraw after the last day to drop classes, you will receive W’s in your classes and you may not be eligible for tuition or health insurance fee refunds. (Please see the University Refund Schedule and 2008-2009 Health Fee Policy for more information.)

Important:

• Students are granted a Leave of Absence if they are facing circumstances which inhibit their ability to work towards their degree.
• Students are not permitted to do work towards their degree during their requested leave.
• First year students who are considering a leave of absence or withdrawal should contact the Assistant Dean, Ellen Freeberg at FreeberE@newschool.edu
• All dismissal statuses supersede any Leave of Absence or Withdrawal Status.
• A Leave of Absence is granted only when a student is in good academic standing. Students on probation or academic warning will not be granted a leave of absence.
• Students will not be granted more than four semesters of leave total.
• Leaves of Absence are generally granted one semester at a time.
• Students cannot graduate directly from a Leave of Absence.
• Students may not be notified of registration deadlines, etc. while on leave. You are responsible for getting this information on your own and registering on time once your leave ends.

Refund:
Students will receive percentages of tuition refunds based on their last date of attendance, in accordance with the University Refund Schedule.

Appeal Process:
Students interested in appealing the amount of their refund must submit a written appeal with the proper documentation, as indicated below, to the University Registrar. Appeals are due within two weeks after the completed exit form has been submitted. Appeals should be addressed to William Kimmel, University Registrar, The New School, 79 Fifth Avenue, 5th Floor, New York, NY 10003. Please be aware that refund appeals are rarely approved. Students are encouraged to purchase a tuition insurance policy in case of withdrawals. Mr. Kimmel reviews all appeals with the Exit Appeal Committee and informs the student by letter of the Committee’s decision.

Appeals must include:

• A statement from the student regarding the nature of the situation, and the impact on the student’s ability to remain enrolled in school.
• Documentation from a qualified clinician, if appropriate, stating the nature of the problem, onset, proposed treatment and prognosis, and anticipated time frame for ability to resume full course of study.
• Relevant documentation substantiating non-medical emergencies.
• Specific requests (i.e., refund).
• Photocopy of the original, approved Exit Form.